



eAgreements: Create  
Enterprise Agreement (EA)  
and Server and Cloud  
Enrollment (SCE)  
simultaneously





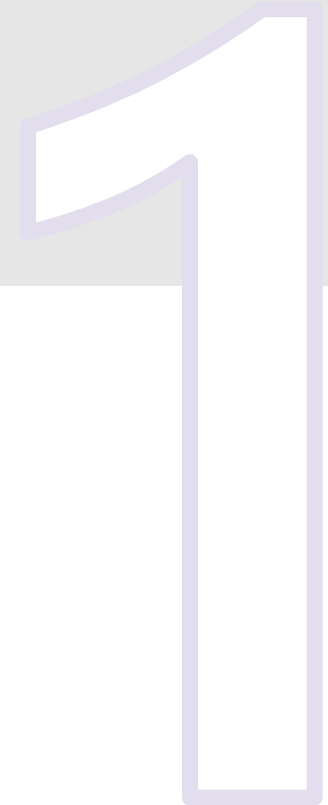
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# Introduction





# Introduction

Creating a new SCE requires a Master Agreement number. You don't need to wait for a processed Microsoft Business and Services Agreement (MBSA), Master, or EA to get this number and create the SCE package in eAgreements SmartClient. This document is a guide to successfully generate an SCE package.

## Scenario

Creating a new MBSA and Master enrollment for a new customer containing EA enrollments and SCEs

## Considerations

- › Whenever possible, reuse an MBSA and Master instead of creating a new enrollment for the same customer.
- › To handle your customer's agreements more efficiently, use one Public Customer Number (PCN) per customer.





## Step 1: Create EA package in eAgreements





# Step 1: Create EA package in eAgreements

- 1 Using the customer's PCN, create MBSA, Master, or EA enrollment.
- 2 Select **Prepare for Signature** and choose **Physical Signature**. At this moment, the package doesn't need to be finalized.
- 3 Select the **Submit** button. The package status should be **Pending Customer Physical Signature**.

To begin creating a contract package...

Contoso Readiness (Contract Package ID: PKG01556411)

Enter the required information below:

Package Status: Draft

**Prepare for Signature**

Your contract package is now ready to be sent for processing.

Choose one of the following signature options:

- Electronic Signature
- Physical Signature**

To obtain physical signature of the contract package, please first click Submit to complete the package for processing. This may take a few minutes. After submission, you must then print the documents listed below and send to the Customer for signature. After the contract package is signed by the Customer, send it, along with all completed documents, to the Customer's channel partner or Microsoft Account Manager, who will submit them to the appropriate Microsoft location.

Documents Requiring Signature

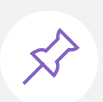
Document Name	Document Number
Microsoft Business and Services Agreement	X20-10009
Enterprise Agreement	X20-10137
Enterprise Enrollment (Direct)	X20-10404
Signature Form	X20-12883

Uploaded Documents

Document Name	Viewable to Customer	Include in Signature Form	Virus Scan
Customer Price Sheet-1031477.001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clean
Product Selection Form-1031477.001_PSF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clean

Submit Cancel

Package Status: **Pending Customer Physical Signature** Microsoft Sales Affiliate: Operations Center



For renewals, the following process isn't necessary because you already have an MBSA or Master.



# Step 1: Create EA package in eAgreements

- 4 You've generated the Microsoft Business Agreement number, Master Agreement number, and enrollment number. Copy the Master Agreement number to start the package creation for SCE.



Summary									
Header Details									
Package Number	Package Created Date	Program Name	Program Version	Package Content	Package Status	Channel Model	Contract Type	Ag	
PKG01556411	2020-12-23	Enterprise 6	20201	Enrollment, Master and MBSA	Draft	Direct to Customer	Corporate	E	
Agreement Type	Agreement Number	Customer PCN	Customer Name	Localized Customer Name	Customer Country				
MS Business Agreement			Contoso Readiness	Contoso Readiness	United States				
Master Agreement	E28		Contoso Readiness	Contoso Readiness	United States				
Standard Enrollment	578		Contoso Readiness	Contoso Readiness	United States				



## Step 2: Create SCE package in eAgreements







## Step 2: Create SCE package in eAgreements

- 1 Enter the PCN using the same customer's PCN.
- 2 Select the **Add Program** button.

To begin creating a contract package...

Actions  
Renew

Agreement Number

Enter the organization for which you wish to view, manage, or create a contract package.

Organization Name

City

Locale  
Choose...

State/Province

Public Customer Number (PCN)\*  
A4972BE9

Start

Is the organization listed below?  
If so, choose the organization and click View Organization Detail to edit organization details. To create

Organization Name	Localized Organization Name	Address	City	State	Zip
Contoso Readiness	Contoso Readiness	Reno 123	Reno	NV	33309

View Organization Detail

**Add Program**

If the organization is not listed, click Create New Organization.

Create New Organization Cancel



## Step 2: Create SCE package in eAgreements

- 3 Under the **Program** field, select **Enterprise**. Then under **Program Type**, select **Server and Cloud Enrollment**. For the **Version** and **Partner Type** fields, choose from the dropdown menu.
- 4 Select **I would like to create an Enrollment only**. Then, enter the Master Agreement number that you had previously copied from the EA package.
- 5 Select the **Next** button.
- 6 Prepare the package.
- 7 If you'd like to edit the EA package or send it electronically, go to the package and withdraw. Then, apply the changes that you want to make.
- 8 Once packages are finalized, send for the customer signature. Always send the EA first. If the signatory is the same, ensure that you use the same contact in eAgreements—avoid creating a new one with the same email address.

**Choose Program**

Choose the program attributes from the drop-downs below.  
*Please note you may only choose one enrollment or affiliate registration per contract package, as appropriate.*

You may optionally enter Reference Name and Reference Number values. This information will only be available in the eAgreements tool.

Note: Once selected, the program attributes cannot be changed for this contract package. To change the program choices for this package after choosing to create on this page, you will need to delete the package and start a new package.

Reference Name    Reference Number

Program    Program Type    Version    Partner Type

Enterprise    Server and Cloud Enrollment    20201    Direct to Customer

Agreement Language

English

Please choose the most appropriate statement that describes what you want to do.

I would like to create an Enrollment only.  
Enter Master Agreement Number\*

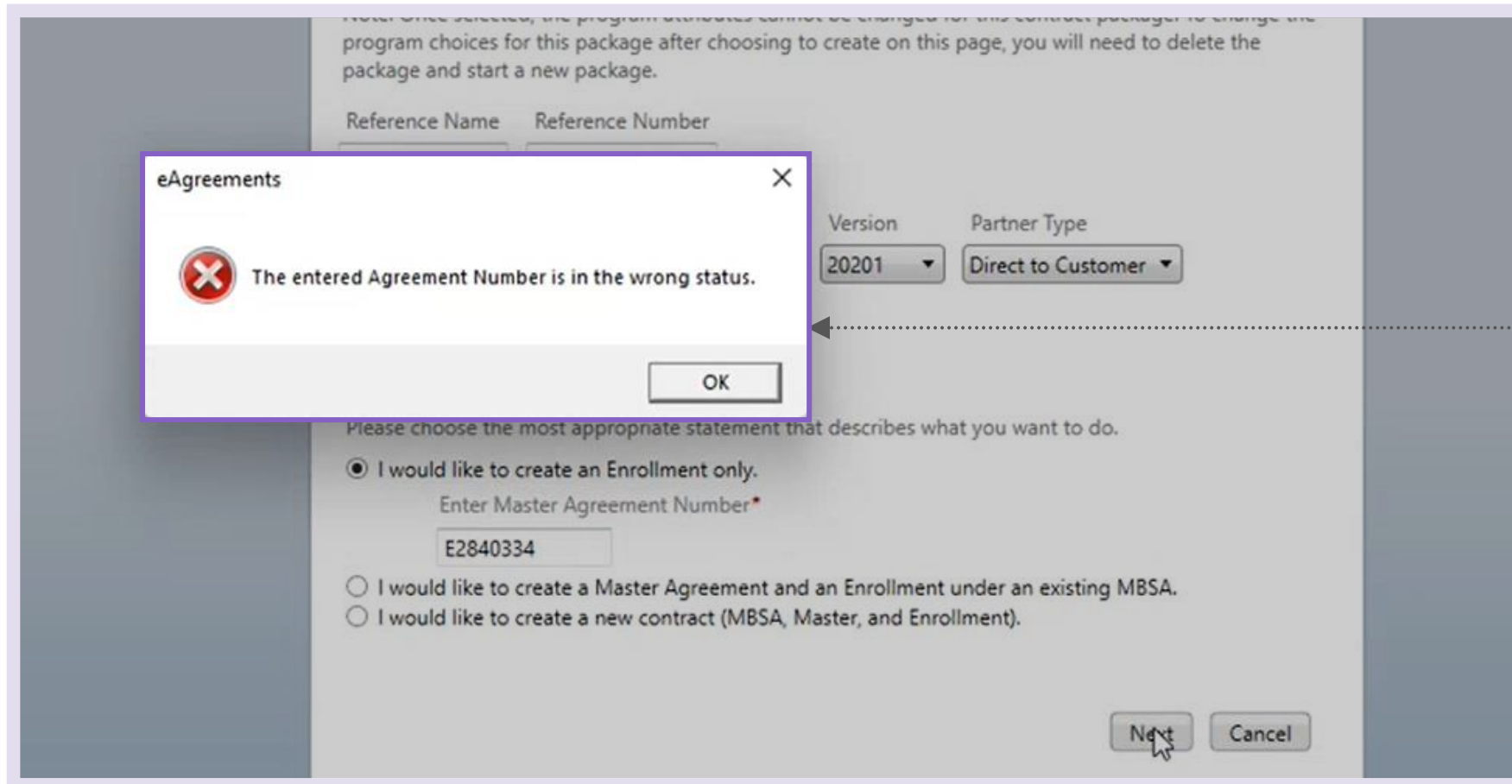
I would like to create a Master Agreement and an Enrollment under an existing MBSA.  
 I would like to create a new contract (MBSA, Master, and Enrollment).

Next    Cancel



## Step 2: Create SCE package in eAgreements

If your MBSA, Master, or EA enrollment were in the **Draft** status or nonexistent, you'll receive the following error:





Thank you